LINDA LINGLE GOVERNOR

EMPLOYEES' RETIREMENT SYSTEM

OFFICE OF THE PUBLIC DEFENDER

PUBLIC UTILITIES COMMISSION

HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND



STATE OF HAWAII DEPARTMENT OF BUDGET AND FINANCE

P.O. BOX 150 HONOLULU, HAWAII 96810-0150 ADMINISTRATIVE AND RESEARCH OFFICE BUDGET, PROGRAM PLANNING AND MANAGEMENT DIVISION FINANCIAL ADMINISTRATION DIVISION

GEORGINA K. KAWAMURA

DIRECTOR

BARBARA A. ANNIS

May 10, 2010

FINANCE MEMORANDUM

MEMO NO. 10-08

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TO:

All Department Heads

FROM:

Georgina K. Kawamura

Director of Finance

SUBJECT:

Request for Non-Salary Collective Bargaining Cost Data

The Department of Budget and Finance (B&F) staff prepares estimates for collective bargaining (CB) costs. This data is now being requested to provide sufficient time for departments to prepare, and B&F staff to process, the data and still allow for timely evaluation of CB proposals.

Attached for your review are instructions/listing of cost items (Attachment A) and set of blank CB-1 forms (Excel electronic format is available at http://hawaii.gov/budget/bppmforms). Please comply with the procedures listed in Attachment A and CB-1 forms and return them to B&F, Budget, Program Planning and Management Division, on or before August 9, 2010. Please e-mail an electronic copy of your forms to Mr. Ralph Schultz at ralph.e.schultz@hawaii.gov.

In order for CB cost estimates to be as accurate as possible and in order for you to receive sufficient CB appropriations, it is vital that cost data be reported accurately. We appreciate your continued cooperation in updating your estimates in a timely manner. If there are any questions, please have your staff contact Mr. Schultz at 586-1841.

Attachments

Cost Item: Unit of Measure:

Department: Contact Person & Phone No.

FY 10 Actual

					FY 10 Actual				
Included	General	Special	G.O. Bond	Revenue	Federal	Revolving	Trust	Interdenartmental	Other
Bargaining Units	Funds A	Funds B	Funds C	Bond Funds E	Funds	Funds	Funds	Transfer Funds	Funds
01 - Blue Collar Non- Supervisory	-						•		
02 - Blue Collar Supervisory									
03 - White Collar Non- Supervisory									
04 - White Collar Supervisory									
05 - Teachers			▼ ·		7.4				
06 - Educational Officers									
07 - University Faculty					نويد				
08 - University Non- Faculty									
09, 29 Registered Professional Nurses									
10, 20 - Hospital & Institutional Workers									
11, 21 - Firefighters					-		<u>.</u>		
13, 23 - Professional & Scientific	-								

~	Cost Item: Unit of Measure:		en En	_, _, _, _, _, _, _, _, _, _, _, _, _, _	Department: Contact Person & Phone No:	& Phone No:			CB-1
			 ;		FY 10 Actual			·	
Excluded	General	Chooist	75000				• .		
Bargaining Units	Funds A	Special Funds B	G.O. Bond Funds C	Hevenue Bond Funds E	Federal Funds N	Revolving Funds w	Trust Funds T	Interdepartmental Transfer Funds	Other Funds
61 - Blue Collar Non- Supervisory	~						•	D.	<
82 - Blue Collar									
Supervisory						B. 440-		žv.	
63 - White Collar Non-									
Supervisory		e.				-			,
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84 - White Collar Supervisory		- 1							
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55 - Leachers			·						
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· · · · · · · · · · · · · · · · · · ·			•						
56 - Educational Officers									
67, 87, 88 - University Faculty									
E7 69 [[a]transita					es i				
Non-Faculty	-								
70 00 Doziete									
rs, ss negistered Professional Nurses									
3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3									
70, 90 - Hospital & Institutional Workers				-	-				
71 O1 - Firofichtoro								-	
			•						
79 09 Denfenning 10									
Scientific									
						~			

Unit of Measure: Cost Item:

Department: Contact Person & Phone No:

FY 10 Actual

Managenal Bargaining Units	General Funds	Special Funds	G.O. Bond Funds	Revenue Bond Funds	Federal Funds	Revolving Funds	Trust Funds	Interdepartmental Transfer Funds	Other Funds
30 - Bine Collar	¥	8	ပ	Ш	z	Α	•	ב	
Supervisory								-	
: (-							
31 - White Collar Supervisory	1								
100 CC									
Professional Nurses									
a Location B									
Institutional Workers		·							
24 - Eivelington	3							-	
ot - Filengilers									
0 Jane 1 200 300 30									
Scientific				,					
	•			-		3 ³			
					2 * · ·				May

Instructions Collective Bargaining Cost Data for the FB 11-12 (Based on Actual FY 10)

Completed Form CB-1 must be submitted in paper and electronic format by the assigned due date.

Form CB-1

A Form CB-1 should be prepared separately for each applicable cost item in accordance with the stipulated unit of measure. The information is requested for FY 10 (actual amounts) by means of financing (additional means of financing data is being requested this year) and by bargaining units on a department-wide basis. Do not submit information by program ID.

Data for appointed and elected officials are again being requested. It is anticipated that information concerning appointed and elected officials will be primarily per diem requirements.

It should be noted that each CB-1 comes in three parts; a separate cost item accounting is requested for included bargaining units, excluded bargaining units, and excluded managerial units and appointed and elected officials. Since not all cost items are required for all departments, please complete the attached checklist.

The forms are available for download at: http://hawaii.gov/budget/bppmforms/

The following lists all cost items to be covered initially through the use of Form CB-1. Explanatory notes have been included where necessary.

Cost Item		Measure(s)	<u>Notes</u>
1. Charge Nurse	Hours		
2. Fire Alarm Premium	Hours		BU 11 only.

Cost Item Measure(s) 3. Lodging (Non-Number of days commercial) 4. Meal Allowance a. Breakfast Number of meals b. Lunch Number of meals c. Dinner Number of meals 5. Mileage Number of miles 6. Night Shift Differential Hours 7. Overtime Payments Cost 8. Safety Shoes Allowance Number of Pairs Impact & Compr. Resistance Metatarsal Footwear Electrical Hazard Footwear Sole Puncture Water Resist Rubber Boots Rubber Boots with Safety Toe 9. Standby Pay Number of hours – BU 1 Number of days - all other bargaining units 10. Substitutes Cost 11. Travel Allowance Number of days (per diem) -Inter-Island a. Overnight

Number of days

b. One-day trips

12. Travel Allowance

(per diem) – Out-of-State

Notes

Off-island travel to mountainous or other remote areas where commercial lodging is not available. The employer provides "adequate stores of food" or pays \$20 presently, per day.

A separate form should be submitted for each type of meal. Firefighters should report only two types of meals: 1) the second normal meal during the scheduled work shift, and 2) any other meal.

Current BU 1 contract provides for \$2.00 per hour of standby; all other units' contracts provide 25% of the daily rate per day standby.

	Cost Item	<u>Measure(s)</u>	<u>Notes</u>
13.	Uniform Allowance		
	a. Full	Number of positions	Examples: Shirt and pants sets; muumuu, coveralls, pants suits, jump suits.
	b. Half	Number of positions	Examples: Aloha shirts, khaki shirt or blouse, safari shirt, lab coat, smock, trousers only.
_ · ·	c. Partial	Number of positions	Examples: T-shirt, polo shirts, T-shirt and shorts combinations, swimsuit, vest.
14.	Uniform-replacement Cost		Cost refers to the department's share of the cost of replacing a uniform.
15.	Weapons Allowance	Number of positions	
16.	Working Condition Differential		and the second of the second o
	a. Corrections Differential	Hours	
	b. Differential (other)	Hours	Other (specify)

It is expected that each department will budget only certain cost items. Consequently, a cost item checklist should accompany the department's CB-1 submittals as a record of all budgeted cost items.

Data for cost items not requested initially will be gathered at a later time if and when they become subjects for negotiation.

Questions pertaining to Form CB-1 should be referred to Mr. Ralph Schultz at 586-1841, Department of Budget and Finance.

DEPARTMENTAL COST ITEM CHECKLIST

DEPARTMENT:	·
Cost Item	Check () if cost item is being submitted
Charge Nurse	
Fire Alarm Premium	
Lodging (Non-commercial)	
Meal Allowance – Breakfast	
Meal Allowance – Lunch	
Meal Allowance – Dinner	
Mileage	
Night Shift Differential	
Overtime Payments	
Standby Pay	
Substitutes	
Travel Allowance – Inter-Island Per Diem	
-Overnight and Longer -One-Day Trips	
Travel Allowance - Out-of-State Per Diem	
Uniform Allowance – Full – Half – Partial	
Uniforms, Replacement	
Working Condition Differential - Corrections	
Working Conditions (other, specify)	

Safety Shoe Allowance
Impact & Compression Resistance
Metatarsal Footwear
Electrical Hazard Footwear
Sole Puncture
Water Resistance Rubber Boots
Water Resistance Rubber Boots with Safety Toe